



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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Canc frp: Jul 11

BUPERSNOTE 1640

PERS-00D

6 JUL 2010

BUPERS NOTICE 1640

From: Chief of Naval Personnel

Subj: CORRECTIONAL PROGRAM REQUIREMENTS

Ref: (a) SECNAVINST 1640.9C

(b) MILPERSMAN

(c) Navy Brig Officer Planning Session of 17-19 Nov 09

1. Purpose. This policy clarifies and identifies the minimum correctional program requirements for Navy shore brigs, consistent with reference (a).

2. Applicability. This policy is applicable to all Navy shore brigs.

3. Background

a. Confinement parameters per reference (b):

(1) Level I Brig. Level I brigs are authorized for pre and post-trial confinement of members serving adjusted sentences (court-ordered sentence minus projected credits for administrative/judicial credit, good conduct time, etc.) not to exceed 6 months.

(2) Level II Brig. Level II brigs are authorized for pre and post-trial confinement of members serving adjusted sentences not to exceed 5 years.

(3) Level III Brig. Level III brigs are authorized for pre and post-trial confinement of members serving adjusted sentences of greater than 5 years.

b. Reference (a), article 6103.1, identifies minimum acceptable correctional programs for naval shore brigs:

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(1) Core Programs. All brigs (pre and post-trial) shall provide core programs. Core programs include physical fitness, recreation, individual and group counseling, work, incentive, life skills, and religious programs.

(2) Level I. Core programs plus, academic education, drug and alcohol education, and crisis intervention.

(3) Level II and III. Core and Level I programs plus, victim impact, stress and anger management, sex offender/violent offender treatment program access, vocational, functional skills testing, remedial education, and high school level education classes or General Equivalency/Education Diploma (GED).

c. Reference (c) addressed the need for policy clarification of the following correctional programs: life skills, crisis intervention, drug and alcohol awareness/education, victim impact, stress and anger management, vocational training, academic education and functional skills testing.

4. Policy. In response to reference (c), this policy identifies and standardizes the minimum requirements for each of the above correctional programs identified in paragraph 3c.

a. Life Skills (Core Program and Above). Life skills program is appropriate for prisoners of any age or confinement sentence length as this program addresses skills necessary for daily living.

(1) Target. Life skills topics shall be a part of programming for all prisoners (pre and post-trial) regardless of sentence length. Prisoners with sentences of 6 months or less will be the primary focus of life skills programming.

(2) Minimum Program Requirement. Per reference (a), article 6313, life skills program topics shall include, but not be limited to, interpersonal communications, problem solving, and decision-making. The life skills program shall also cover topics such as employment, budgeting and financial management, parenting and family relationships, and health promotion. Life skills shall be offered and administered as an integral part of the correctional program curriculum and ongoing group counseling. Group counseling shall focus on life skills utilizing locally available resources (e.g., Alcohol Program

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Advisor (DAPA) or Fleet and Family Support Center). National Curriculum and Training Institute's (NCTI) Crossroads program, leased and distributed by the Navy Personnel Command (NAVPERSCOM), Corrections and Programs (PERS-00D) for group counseling, is applicable for use at Level II and III brigs. NCTI's Crossroads program offers a wide variety of offense-specific, cognitive-based, behavior change curricula (e.g., Misdemeanor, Larceny, Felony, etc.). At a minimum, all Level II and III brigs shall begin administering the Misdemeanor program during orientation. Additional Crossroads programs shall be the major component of group counseling for Level II prisoners. The NCTI Crossroad program is not required at a Level I brig as maintaining staff with the required facilitator certification is impractical.

(3) Facilitator Requirements and Program Certification.

NCTI requires Crossroads facilitators be certified. Training officers at Level II and III brigs shall ensure that a sufficient number of certified Crossroads facilitators are on-board to meet the needs of the brig's average historical population.

b. Crisis Intervention (Level I Program and Above). Crisis intervention is better described as a service vice program. Crisis intervention involves a process through which all pre or post-trial prisoners will have access to mental health services.

(1) Target. Crisis intervention shall target any prisoner, pre or post-trial, identified as needing this service.

(2) Minimum Program Requirement. Crisis intervention is a process through which prisoners are screened, identified, and referred for mental health assessment to include a plan for services. Once a prisoner has been identified as potentially needing crisis intervention, the case manager/counselor shall be notified to provide further referral as needed. Mental health services will be provided by the local installation or community for Level I brigs and by the clinical service department at Level II and III brigs.

c. Drug and Alcohol Awareness/Education (Level I and Above). Drug and alcohol awareness/education is a program component for all brigs.

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(1) Target. Drug and alcohol awareness/education program shall be targeted to all post-trial prisoners. The program may also be offered to pretrial prisoners on a voluntary and space available basis.

(2) Minimum Program Requirement. All post-trial prisoners shall receive a minimum of 8 hours of drug and alcohol awareness/education training. Department of the Navy has programs resources available at most major commands, such as Skills for Life, Alcohol Aware, and Alcohol Impact. Contact the command's DAPA for more information. Drug and alcohol awareness training shall also be presented during orientation to ensure prisoners with short-term sentences benefit.

(3) Facilitator Requirements and Program Certification. Program materials shall be presented by experienced trainers or facilitators and shall meet any requirements specified by the agency or company providing the materials.

d. Victim Impact (Level II and III Program). Victim impact program is made up of 13 training modules.

(1) Target. All Level II and III prisoners, who are not enrolled in sex or violent offender treatment programs, shall be assigned to victim impact training.

(2) Minimum Program Requirement. The Victim Impact: Listen and Learn curriculum, available by the Office for Victims of Crime (OVC), shall be utilized. The program materials, along with other facilitator resources, are available for download from OVC's Training and Technical Assistance Center's (TTAC) download center at <https://www.ovcttac.gov/victimimpact/>.

(3) Facilitator Requirements and Program Certification. No specific facilitator training or certification is required to facilitate the OVC Victim Impact curriculum. Facilitators are not expected to be content experts; however, they are encouraged to research victim impact topics and consult with appropriate subject matter experts.

e. Stress and Anger Management (Level II and III). Stress and anger management are broad topics that may be addressed as a part of life skills program materials or as stand-alone subjects and are appropriate for prisoners with any sentence length.

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(1) Target. Stress and anger management programs shall be available to all Level II and III prisoners.

(2) Minimum Program Requirement. NCTI's Crossroads program incorporates and satisfies the minimum requirement for stress and anger management. A specific stress or anger management program may be developed from a variety of other resources to include the base and local community.

f. Vocational Training (Level II and III). Vocational programs differ from work in that a qualified vocational instructor provides curriculum-based training, documentation of completed labor hours, and upon successful completion of the program participants receive nationally recognized certification.

(1) Target. The vocational program shall be made available to all Level II and III prisoners identified as needing vocational training.

(2) Minimum Program Requirement. The Classification and Assignment (C&A) Board shall recommend assignment to the vocational program based upon the prisoner's functional skills testing. Brigs shall have sufficient vocational programs to accommodate the historical average number of Level II and III prisoners recommended by the C&A Board for assignment with a 10 percent surge capability.

(3) Facilitator Requirements and Program Certification. Vocational programs shall meet nationally recognized certification requirements for curriculum and instructor qualifications.

g. Academic Education (Level I) and Functional Skills Testing (Level II)

(1) Target

(a) Academic education programming targets prisoners with at least 90 days remaining on their adjusted confinement sentence after completion of orientation.

(b) Functional skills testing shall be available to all prisoners with 1 year or more remaining on their adjusted confinement sentence.

(2) Minimum Program Requirement

(a) Academic education shall utilize Adult Basic Education (ABE) resources generally associated with and available from the local Base Education Office (e.g., General Educational Development (GED) classes/testing, College Level Examination Program, Defense Activity for Non-Traditional Educational Support, United Services Military Apprenticeship Program, Military Academic Skills Program, Sailor/Marine American Council on Education on Registry Transcript, Service members Opportunity Colleges, etc.).

(b) Functional skills testing shall utilize the Test of Adult Basic Education. Prisoners testing below a 10th grade level in reading, English and/or math shall receive remedial education utilizing ABE resources. Prisoners without a high school diploma testing above the 10th grade level shall receive high school level education classes or GED classes/testing.

(3) Facilitator Requirements and Program Certification. The Level I academic education program does not require specialized staff. At Level II brigades these programs shall be provided by an Education Specialist.

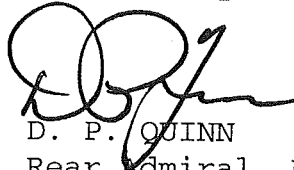
h. Additional Correctional Program Requirements. The Prisoner Program Plan shall identify and prioritize all required and recommended correctional programs. It shall serve as the central source for documenting program progress and completion. The Prisoner Program Plan should take in account the prisoner's sentence length, offense, needs, and program sequence.

5. Action. Navy Brig Officers shall incorporate the above policy as part of their standard operating procedures within 60 days of this Notice.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

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7. Cancellation Contingency. This notice will remain in effect until revision of reference (a), publication of a related BUPERS instruction or for 1 year, whichever occurs first. This notice may be retained for reference purposes only.



D. P. QUINN
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Deputy Chief of Naval Personnel

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